

RQ-2



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

April 7, 2004

Jooni Jeon, Treasurer  
American Hotel & Lodging Association PAC  
1201 New York Avenue, NW  
Sixth Floor  
Washington, DC 20005

**Response Due Date:**  
**May 7, 2004**

Identification Number: C00001198

Reference: Year End Report (12/1/03-12/31/03)

Dear Ms. Jeon:

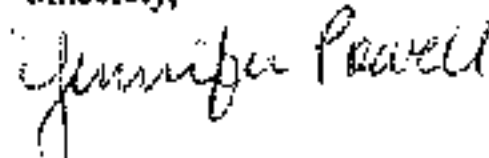
This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Commission records indicate the name of your political committee is "American Hotel and Lodging Association PAC". However, your committee has filed this report(s) using the name "Hotel Political Action Committee". While committees may use commonly recognized abbreviations on daily communications (i.e. letterhead and committee checks), committee filings such as disclosure reports and amendments must reflect the official name of the connected organization, as well as any abbreviation within its title. 11 CFR §102.14(c) Please amend your report(s) to clarify this apparent discrepancy.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1301.

Sincerely,



Jennifer L. Powell  
Campaign Finance Analyst  
Reports Analysis Division

